

*Office Memorandum* • UNITED STATES GOVERNMENT

TO : Personnel Director

FROM : Auditor-in-Chief

SUBJECT: Employee Services Staff, Personnel Office

DATE: 18 March 1953

1. The undersigned concurs in the procedures outlined in your memorandum on the above subject relative to the control of funds incident to Life Insurance, Group Hospitalization and Surgical Benefits.

2. Reference to 2 d of the memorandum, the Audit Office, Mr.  should be advised whenever it is desired that the audit begin.

3. Reference to 2 c of the memorandum, the Audit Office will place this fund on its list of accounts to be audited at least annually.

EMF:maw

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Approved For Release 2003/08/13 : CIA-RDP86-00964R000100110067-2

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